




STATE OF TENNESSEE  
DEPARTMENT OF PERSONNEL  
December 2004  
OPEN COMPETITIVE  
CAREER SERVICE EXAMINATIONS

| CLASS TITLE  | CLASS CODE | HOURLY RANGE      | MONTHLY RANGE   | ANNUAL RANGE        |
|--|------------|-------------------|-----------------|---------------------|
| Children’s Services Cottage Parent (B)                                   | 44265      | \$ 9.28 - \$14.86 | \$1508 - \$2414 | \$18,096 - \$28,968 |
| Computer Operator 1 (J,I)  | 02711      | 900               | 900             | 900                 |
| Forester 1 (C)   | 77771      | \$12.90 - \$20.62 | \$2097 - \$3350 | \$25,164 - \$40,200 |
| Forester 2 (A,C)   | 77772      | \$14.61 - \$23.47 | \$2374 - \$3814 | \$28,488 - \$45,768 |
| Forester 3 (A,C)   | 77770      | \$15.90 - \$25.28 | \$2584 - \$4108 | \$31,008 - \$49,296 |
| Forestry District Manager (A,C)  | 77773      | \$18.87 - \$29.96 | \$3066 - \$4869 | \$36,792 - \$58,428 |
| Forestry Management Administrator (A,C)                                  | 77777      | \$19.62 - \$31.30 | \$3189 - \$5086 | \$38,268 - \$61,032 |
| Forestry Program Specialist (A,C)  | 77774      | \$17.35 - \$27.43 | \$2819 - \$4457 | \$33,828 - \$53,484 |
| Mainframe Computer Operator 2 (J,I)                                      | 02712      | 900               | 900             | 900                 |
| Mainframe Computer Operator 3 (J)  | 02713      | 900               | 900             | 900                 |
| Mainframe Computer Technician 1 (J)                                      | 02791      | 900               | 900             | 900                 |
| Mainframe Computer Technician 2 (J)                                      | 02792      | 900               | 900             | 900                 |
| Statistical Programmer Specialist 2 (K)                                  | 75947      | \$16.62 - \$26.25 | \$2700 - \$4266 | \$32,400 - \$51,192 |
| TBI Special Agent-Forensic Scientist 1 (A)                               | 77867      | 900               | 900             | 900                 |
| TBI Special Agent-Forensic Scientist 2 (A)                               | 77868      | 900               | 900             | 900                 |
| TBI Special Agent-Forensic Scientist Supervisor (A)                      | 77869      | 900               | 900             | 900                 |
| TBI Uniformed Officer (E,F)<br>(Formerly TBI Uniformed Security Officer) | 38685      | \$12.38 - \$19.57 | \$2012 - \$3180 | \$24,144 - \$38,160 |
| Training Manager (F)   | 73773      | \$18.14 - \$28.66 | \$2948 - \$4658 | \$35,376 - \$55,896 |
| Transportation Investigations Manager (F)                                | 36702      | \$16.62 - \$26.25 | \$2700 - \$4266 | \$32,400 - \$51,192 |
| Transportation Investigator (F)  | 36701      | \$15.24 - \$24.36 | \$2477 - \$3959 | \$29,724 - \$47,508 |

- LEGEND**
- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective December 22, 2004.
  - B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective December 22, 2004.
  - C - Register was ABOLISHED and REESTABLISHED effective December 22, 2004.
  - D - Job classification will be ABOLISHED effective.
  - E - Job classification will have a TITLE CHANGE effective December 22, 2004.
  - F - Job classification will have a change in SALARY effective December 22, 2004.
  - G - Job classification will be converting from EXECUTIVE SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
  - H - Job classification will have a change of Probationary Period from 6 months to 1 year.
  - I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
  - J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective December 22, 2004.
  - K - Job classification will be converting from CAREER SERVICE to both EXECUTIVE SERVICE and CAREER SERVICE effective.



Tennessee Department of Personnel, Authorization #319177, November, 2004. This public document was promulgated at a cost of \$.07 per copy 15 copies.  
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

## **POLICY OF NON-DISCRIMINATION !!**

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

## **!! SPECIAL NOTICE !!**

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website([www.state.tn.us/personnel](http://www.state.tn.us/personnel)). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

## **!! VETERANS PREFERENCE !!**

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

**Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.**

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

**SERVICE ELIGIBILITY DATES:** WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

**CHILDREN’S SERVICES COTTAGE PARENT**

**SUMMARY:** Under immediate supervision, performs cottage parent work of average difficulty in the supervision, observation, and security of youths; and performs related work as required.

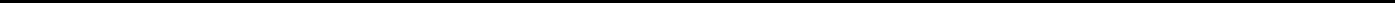
**DISTINGUISHING FEATURES:** An employee of this class is assigned to work in a residential cottage setting providing student supervision and may be assigned to work a fixed or other schedule.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school.

**Necessary Special Qualifications:** (1) applicants must be at least eighteen (18) years of age; (2) applicants must be a citizen of the United States; (3) applicants must have at the time of their appointment a valid motor vehicle driver’s license; (4) applicants must be willing to be fingerprinted, and Children’s Services Cottage Parent’s must have their fingerprints on file with the Tennessee Bureau of Investigation; (5) applicants must be in good physical condition as determined by an examination given by a competent physician who is licensed or eligible for licensure to practice medicine in the State of Tennessee and should be determined to be able to perform the essential functions of the job; (6) applicants must submit to psychological testing by a qualified professional in the psychiatric or psychological fields without cost to the applicant and must be determined to be able to perform the essential functions of the job; (7) other training as required by departmental and institutional policy; (8) applicants must have a good moral character, as determined by investigation (TCA 41-1-116); (9) applicants must have no conviction for a felony; (10) applicants shall be willing to certify in writing that they have not used any controlled substance illegally within the last twelve months.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.



**COMPUTER OPERATOR 1\***

**SUMMARY:** Under immediate supervision, performs computer operations work of routine difficulty in learning to operate tape drives, printers, and master console equipment controlling all job production at a central operations site or learning to operate computer systems and related equipment in a distributed environment; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-level in the Computer Operator sub-series. An employee in this class learns to maintain and operate peripheral equipment as well as monitor job processing through the mainframe, minicomputer, or microcomputer systems. This class is flexibly staffed with and differs from Distributed Computer Operator 2 in that an incumbent of the latter maintains and operates peripheral equipment, as well as, processes jobs through a computer system. This class is flexibly staffed with and differs from Mainframe Computer Operator 2 in that an incumbent of the latter operates and maintains peripheral equipment, as well as, monitors the master console to identify problems that affect the processing of jobs across agencies.

\*An applicant appointed to this flexibly staffed class will be reclassified to either Mainframe Computer Operator 2 or Distributed Computer Operator 2 after successful completion of a mandatory one year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

**MINIMUM QUALIFICATIONS**

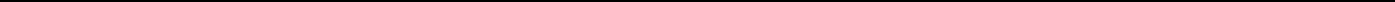
**Education and Experience:** Education equivalent to graduation from a standard high school.

**OR**

**Substitution of Experience for Education:** Full-time employment in one of the following areas may be substituted for the required education on a year-for-year basis to a maximum of four years: (1) office clerical or storekeeping experience; or (2) computer operations; or (3) troubleshooting related software or hardware problems on a minicomputer or microcomputer.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Written Test, 100%, for Career Service positions.



**FORESTER 1**

**SUMMARY:** Under immediate supervision, is responsible for professional forestry work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-level class in the professional forester series. An employee in this class learns to perform professional forestry work. An employee in this class may occasionally supervise technical employees on a State Forest. This class differs from Forester 2 in that an incumbent of the latter functions at the working level.

\*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree in forestry.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100% for Career Service positions.

**FORESTER 2**

**SUMMARY:** Under general supervision, is responsible for professional forestry work of average difficulty and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working-level class in the professional forester series. An employee in this class performs professional forestry duties in a state forest or in multiple counties and may occasionally supervise technical staff. This class differs from that of a Forester 1 in that an incumbent of the latter functions at the entry-level. This class differs from Forester 3 in that the latter supervises professional staff at a state forest or performs advanced working level duties in a small county area which may include a small state forest.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree in forestry and experience equivalent to one year of professional forestry work.

**Substitution of Graduate Education for Experience:** Additional qualifying graduate course work in forestry may substitute for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 graduate quarter hours in forestry may substitute for one year of the required experience).

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100% for Career Service positions.

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**FORESTER 3**

**SUMMARY:** Under general supervision, is responsible for professional forestry work of considerable difficulty in planning, directing, and administering forestry programs; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class either supervises professional staff at a state forest or performs advanced working level duties in a small county area which may include a small state forest. This class differs from that of a Forester 2 in that an incumbent of the latter functions at the working level.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree in forestry and experience equivalent to two years of professional forestry work.

**Substitution of Graduate Education for Experience:** Additional qualifying graduate course work in forestry may substitute for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 graduate quarter hours in forestry may substitute for one year of the required experience).

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100% for Career Service positions.

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**FORESTRY DISTRICT MANAGER**

**SUMMARY:** Under general supervision, is responsible for professional forestry work of considerable difficulty in management of programs or budgets, and performs supervisory work of considerable difficulty in directing professional staff in a multi-county district; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class manages district forestry programs, functions, personnel, budgets, equipment, and facilities in a multi-county district, supervising Forestry Program Specialists and Foresters 1, 2 and/or 3. This class differs from Forestry Program Specialist in that an incumbent of the latter is not responsible for management of budgets and personnel and does not generally contribute to policy development. This class differs from Forestry Management Administrator in that an incumbent of the latter is responsible for the management of statewide forestry programs and budgets having significant impact on the mission of the overall agency.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree in forestry and experience equivalent to four years of professional forestry work, one year of which must involve supervisory or program management experience.

**Substitution of Graduate Education for Experience:** Additional qualifying graduate course work in forestry may substitute for the required non-specialized experience, on a year-for-year basis, to a maximum of one year (e.g., 36 graduate quarter hours in forestry may substitute for one year of the required experience).

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

FORESTRY MANAGEMENT ADMINISTRATOR

**SUMMARY:** Under general direction, administers statewide forestry programs, budgets, and planning functions and performs professional administrative work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class develops, directs, and administers multiple statewide forestry programs and makes policy decisions that may impact both public and employee safety. The incumbent may supervise a small staff. This class differs from Forestry District Manager in that an incumbent of the latter manages district programs, functions, and personnel. This class differs from Forester-Assistant State in that an incumbent of the latter is responsible for administering all statewide operations, programs, and budgets and serves as an assistant director of the division of forestry within the Department of Agriculture.

MINIMUM QUALIFICATIONS

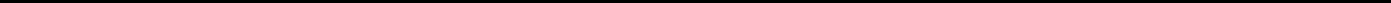
**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in forestry and experience equivalent to five years of professional forestry work, three years of which must involve supervisory or program management experience.

**Substitution of Graduate Education for Experience:** Additional qualifying graduate course work in forestry may substitute for the required non-specialized experience, on a year-for-year basis, to a maximum of one year (e.g., 36 graduate quarter hours in forestry may substitute for one year of the required experience).

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**Note:** For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.



FORESTRY PROGRAM SPECIALIST

**SUMMARY:** Under general supervision, is responsible for coordination of district-wide forest protection activities to include planning, prevention, detection, suppression, monitoring, and logistics or for specialized, technical, professional forestry work of considerable difficulty and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class uses considerable technical expertise in coordination of forest protection activities or specialized forestry work of a statewide forestry program or district-wide forestry program(s). This class differs from Forestry District Manager in that an incumbent of the latter is responsible for district budgets, personnel decisions, and administrative supervision of a staff performing forestry programs.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree in forestry and experience equivalent to three years of professional forestry work.

**Substitution of Graduate Education for Experience:** Additional graduate course work in forestry may substitute for the required experience on a year-for-year basis to a maximum of one year (e.g., 36 graduate quarter hours in forestry may substitute for one year of the required experience).

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100% for Career Service positions.

MAINFRAME COMPUTER OPERATOR 2\*

**SUMMARY:** Under general supervision, is responsible for mainframe computer operations work of average difficulty in operating "large system" tape drives, printers and master console equipment controlling all job production at a complex operations site; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the working class in the Mainframe Computer Operations subseries. An employee in this class maintains and operates peripheral equipment and monitors the master console and other computer operations to identify problems that affect the processing of jobs across agencies. This class differs from Computer Operator 1 in that incumbents of the latter are learning to operate equipment and monitor job processing. This class differs from Mainframe Computer Operator 3 in that incumbents of the latter coordinate the operation of peripheral equipment, master console, as well as, monitoring jobs submitted for processing.

MINIMUM QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school and one year of full-time employment in one or more of the following areas: (1) submitting and monitoring jobs on the mainframe computer or operating high speed printers, bursters, decollators, or peripheral or auxillary equipment related to a mainframe computer (e.g., computer operations); or (2) keying, scanning, or verifying data from a hard-copy to a mainframe or minicomputer system to meet production targets (i.e., data entry); or (3) correcting codes on records which are then keyed into a computer system to meet production targets (i.e., data processing); or (4) creating and revising typed documents to meet production targets using a microcomputer, minicomputer or mainframe computer system (i.e., word processing); or (5) troubleshooting inaccurate job control commands, pathway dysfunctions, terminal controller problems, or other related software or hardware problems on the microcomputer, minicomputer, or mainframe computer system.

OR

**Substitution of Experience for Education:** Full-time employment in one of the following areas may be substituted for the required education on a year-for-year basis to a maximum of four years: (1) office clerical or storekeeping experience; or (2) computer operations; or (3) troubleshooting related software or hardware problems on a minicomputer, microcomputer, or mainframe computer system.

OR

**Substitution of Vocational Education for Experience:** Education equivalent to a certificate in data processing or computer electronics repair from a vocational school (1296 clock hours) may substitute for one year of the required experience (108 clock hours in the above data processing program or computer electronics repair program is equivalent to one month of experience). Successful completion of a one-year computer operations certificate program (53 quarter hours) from an accredited technical school may substitute for one year of the required experience (Four quarter hours in the above program is equivalent to one month of experience).

**Substitution of Education for Experience:** Successful completion of a degree or at least 18 out of 90 quarter hours in data processing, computer technology, or related computer and information sciences from an accredited college or university may substitute for one year of the required experience.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Written Test (Pass/Fail) and Education and Experience, 100%, for Career Service positions.

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MAINFRAME COMPUTER OPERATOR 3

**SUMMARY:** Under general supervision, is responsible for lead mainframe computer operations work of average difficulty in operating "large system" tape drives, printers and master console equipment controlling all job production at a complex operations site; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the lead-level of the Mainframe Computer Operator subseries. An employee in this class coordinates the operation of peripheral equipment and the master console, as well as, monitoring jobs submitted for processing to identify problems that affect computer functions across agencies. This class differs from Mainframe Computer Operator 2 in that an incumbent of the latter maintains and operates peripheral equipment and the master console, as well as, monitors job processing.

MINIMUM QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school and two years of full-time employment in one or more of the following areas: (1) submitting and monitoring jobs on the mainframe computer or operating high speed printers, bursters, decollators, or peripheral or auxillary equipment related to a mainframe computer (e.g., computer operations); or (2) keying, scanning, or verifying data from a hard-copy to a mainframe or minicomputer system to meet production targets (i.e., data entry); or (3) correcting codes on records which are then keyed into a computer system to meet production targets (i.e., data processing); or (4) creating and revising typed documents to meet production targets using a microcomputer, minicomputer or mainframe computer system (i.e., word processing); or (5) troubleshooting inaccurate job control commands, pathway dysfunctions, terminal controller problems, or other related software or hardware problems on the microcomputer, minicomputer or mainframe computer system.

OR

**Substitution of Experience for Education:** Full-time employment in one of the following areas may be substituted for the required education on a year-for-year basis to a maximum of four years: (1) office clerical or storekeeping experience; or (2) computer operations; or (3) troubleshooting related software or hardware problems on a minicomputer, microcomputer or mainframe computer system.

OR

**Substitution of Vocational Education for Experience:** Education equivalent to a certificate in data processing (1296 clock hours) (108 clock hours in the above data processing program is equivalent to one month of experience); or a certificate in computer electronics repair from a vocational school (1296 clock hours) may substitute for one year of the required experience. (108 clock hours in the above computer electronics repair program is equivalent to one month of experience); successful completion of a one year computer operations certificate program (53 quarter hours) from an accredited technical school may substitute for one year of the required experience. (Four quarter hours in the above program is equivalent to one month of experience).

OR

**Substitution of College Education for Experience:** Successful completion of at least 18 out of 90 quarter hours or a degree in data processing, computer technology, or related computer and information sciences from an accredited college or university may substitute for one year of the required experience.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

MAINFRAME COMPUTER TECHNICIAN 1

**SUMMARY:** Under immediate supervision, is responsible for professional mainframe computer operations technical work of average difficulty in identifying and analyzing computer operations errors to determine the factors causing the errors; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working level class in the Mainframe Computer Technician sub-series. An employee in this class identifies, documents, and analyzes computer operations errors to determine factors causing the errors. This work involves correcting those errors caused by computer operators and referring problems caused by equipment malfunction or programming mistakes to appropriate computer hardware vendors or programming staff for correction. This class differs from sub professional computer operator classes in that incumbents of the latter perform duties of operating computer equipment with less emphasis on analysis of equipment failures or errors. This class differs from Mainframe Computer Technician 2 in that incumbents of the latter lead subordinate Mainframe Computer Technicians and acting as technical consultants to user departmental personnel on resolving equipment failures, hardware problems or programming errors.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited two year college, or technical institute with an Associate's Degree in Business Computer and Console Operation, Business Data Entry Equipment Operation, Business Data Peripheral Equipment Operation, Computer Engineering, Electrical, Electronics and Communications Engineering, Electrical and Electronics Technologies, Computer Servicing Technology, Business Machine Repair, Computer Electronics, Math and Computer Science, Systems Analysis, Electro-mechanical Technology, Robotics Technology, Air Conditioning, Heating, and Refrigeration Technology, Architectural Interior Design Technology, Architectural Design and Construction Technology, Architectural Technologies, Communications Electronics and two years full-time experience in (1) identifying, documenting, and resolving operations problems involving hardware or software on mainframe computers and peripheral equipment; (2) the manual operation and monitoring of mainframe, mini, or microcomputers and their

associated peripheral equipment; (3) installation or maintenance of hardware (C.R.T.'s, personal computers, modems, controllers, printers, cables) needed to access mainframe computer systems; (4) assigning, training, or evaluation of staff in a computer operations environment; (5) installing and maintaining computer hardware and peripheral equipment and providing technical support to agencies on the proper use of hardware, software, and peripheral equipment on micro or mini computers.

OR

**Substitution of Experience for Education:** Qualifying full-time experience in one of the following areas may substitute for the required education on a year-for-year basis the a maximum substitution of two years; (1) identifying, documenting, and analyzing operational problems involving hardware or software on mainframe computers and peripheral equipment; (2) manually operating and monitoring mainframe, mini, or micro computers and their associated peripheral equipment; (3) installing or maintaining hardware (C.R.T.'s personal computers, modems, controllers, printers, cables) needed to access mainframe computer systems; (4) assigning, training or evaluation of staff in a computer operations environment; (5) installing and maintaining computer hardware and peripheral equipment and providing technical support to agencies on the proper use of hardware, software, and peripheral equipment on micro or mini computers. (One year of college (45 quarter hours) with 12 quarter hours in one or more of the special education areas listed above is equivalent to one year of experience).

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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MAINFRAME COMPUTER TECHNICIAN 2

**SUMMARY:** Under immediate supervision, is responsible for professional mainframe computer operations technical work of considerable difficulty and lead work of routine difficulty in leading subordinate technical staff in identifying and analyzing computer operation errors to determine factors causing the errors; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the lead class in the Mainframe Computer Technician sub-series. An employee in this class leads subordinate staff in identifying, documenting, and analyzing computer operations errors and determining factors causing the errors. An employee in this class leads in correcting errors caused by computer operators and referring problems caused by equipment malfunction or programming mistakes to appropriate computer hardware vendors or programming staff for correction. This class differs from Mainframe Computer Technician 1 in that incumbents of the latter perform computer operations technical work at the working level. This class differs from computer operations managerial classes in that incumbents of the latter supervise certain segments of professional and sub-professional computer operations staff.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited two year college or technical institute with an Associate's Degree in Business Computer and Console Operation, Business Data Entry Equipment Operation, Business Data Peripheral Equipment Operation, Computer Engineering, Electrical, Electronics and Communications Engineering, Electrical and Electronics Technologies, Computer Servicing Technology, Business Machine Repair, Computer Electronics, Math and Computer Science, Systems Analysis, Electro-mechanical Technology, Robotics Technology, Air Conditioning, Heating, and Refrigeration Technology, Architectural Interior Design Technology, Architectural Design and Construction Technology, Architectural Technologies, Communications Electronics and three years full-time experience in (1) identifying, documenting, and analyzing operational problems involving hardware or software on mainframe computers and peripheral equipment; (2) the manual operation and monitoring of mainframe, mini, or micro computers and their associated peripheral equipment; (3) installation or maintenance of hardware (C.R.T.'s, personal computers, modems, controllers, printers, cables) necessary to access mainframe computer systems; (4) assigning, training, or evaluation of staff in a computer operations environment; (5) installing and maintaining computer hardware and peripheral equipment and providing technical support to agencies on the proper use of hardware , software, and peripheral equipment on micro or mini computers, of which one year must be in identifying, documenting, and resolving operational problems involving hardware or software on mainframe computers and peripheral equipment.

OR

**Substitution of Experience for Education:** Qualifying full-time experience in one of the following areas may substitute for the required education on a year-for-year basis to a maximum of two years: (1) identifying, documenting, and resolving operations problems involving hardware or software on mainframe computers and peripheral equipment; (2) manually operating and monitoring mainframe, mini or micro computers and their associated peripheral equipment; (3) installing or maintaining hardware (C.R.T.'s, personal computers, modems, controllers, printers, cables) needed to access mainframe computer systems; (4) assigning, training or evaluation of staff in a computer operations environment; (5) installing and maintaining computer hardware and peripheral equipment on micro or mini computers. and providing technical support to agencies on the proper use of hardware, software, and peripheral equipment. (One year of college (45 quarter hours) with 12 quarter hours in one or more of the special education areas listed above is equivalent to one year of experience.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

STATISTICAL PROGRAMMER SPECIALIST 2

**SUMMARY:** Under general supervision, is responsible for professional statistical analytic and programming work of considerable difficulty and performs related work as required.

**DISTINGUISHING FEATURES:** This is the advanced-working-level class in the Statistical Programmer Specialist sub-series. An employee in this class writes complex programs to obtain statistical data and reports. This class differs from that of Statistical Programmer Specialist 1 in that an incumbent of the latter writes mostly queries and conducts statistical computer programming of less complexity.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree, including at least nine quarter hours of statistics or computer science and experience equivalent to one year full-time professional statistical programming or database administration work.

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university statistics or computer science may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

**Note:** A transcript is required for a proper evaluation for this class.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Written Test, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.



TBI SPECIAL AGENT - FORENSIC SCIENTIST 1\*

**SUMMARY:** Under immediate supervision, performs professional forensic science laboratory work of routine through average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the TBI Special Agent - Forensic Scientist sub-series. An employee in this class performs a variety of routine laboratory tests such as analyzing physical, chemical, or biological evidence submitted to the Tennessee Bureau of Investigation; and composing technical laboratory reports describing the results of tests and learning to testify in criminal court as an expert witness. Initially, an incumbent receives close supervision, but as experience is gained, supervision becomes more general. This class differs from TBI Special Agent Forensic Scientist 2\* in that an incumbent of the latter performs at the working level.

\*An applicant appointed to this flexibly staffed class will be promoted to the next higher class in the series after successful completion of a mandatory two-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in chemistry, mathematics, or other natural or physical sciences; medical technology; forensic science, criminalistics, or other forensic related areas; including a minimum of thirty-six quarter hours in chemistry.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100% for Career Service positions.



TBI SPECIAL AGENT - FORENSIC SCIENTIST 2\*

**SUMMARY:** Under general supervision, performs professional forensic science laboratory and field work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working level class in the TBI Special Agent - Forensic Scientist sub-series. An employee in this class performs a variety of moderately complex chemical, physical and biologic tests in analyzing and comparing evidence collected at a crime scene and from suspects. This class is flexibly staffed with and differs from TBI Special Agent - Forensic Scientist 1 in that incumbents of the latter perform at the entry level. This class differs from TBI Special Agent - Forensic Scientist Supervisor in that incumbents of the latter supervise a small subordinate staff in a service section of the crime laboratory.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in chemistry, mathematics, or other natural or physical sciences; medical technology; forensic science, criminalistics, or other forensic related areas; including a minimum of thirty-six quarter hours in chemistry and two years of full-time professional forensic science work.

**Substitution of Education for Experience:** Additional graduate coursework in a natural or physical science, criminalistics or other forensic related area may be substituted for the required experience on a year-for-year basis to a maximum of one year.

OR

Two years of forensic science work with the State of Tennessee.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100% for Career Service positions.



**TBI SPECIAL AGENT - FORENSIC SCIENTIST SUPERVISOR**

**SUMMARY:** Under general supervision, performs professional forensic science work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the supervisory class in the TBI Special Agent - Forensic Scientist sub-series. An employee in this class supervises and performs forensic science activities in a section of the TBI crime laboratory. This class differs from TBI Special Agent - Forensic Scientist 2 in that incumbents of the latter perform at the working level.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in chemistry, mathematics, or other natural or physical sciences; medical technology; forensic science, criminalistics, or other forensic related areas; including a minimum of thirty-six quarter hours in chemistry and four years of full-time professional forensic science work.

**Substitution of Education for Experience:** Additional graduate coursework in a natural or physical science, criminalistics or other forensic related area may be substituted for the required experience on a year-for-year basis to a maximum of one year.

**OR**

Four years of forensic science work with the State of Tennessee.

**Necessary Special Qualifications:** None

**EXAMINATION METHOD:** Education and Experience, 100% for Career Service positions.



**TBI UNIFORMED OFFICER**

**SUMMARY:** Under general supervision, is responsible for security work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is a commissioned law enforcement officer and provides security for all TBI facilities statewide. Duties include maintaining building security, checking all visitors, providing entrance security, investigating security violations of TBI property, apprehending and arresting suspects, and assisting TBI Special Agents.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to two years of law enforcement or police work, or in providing protection and security for individuals, buildings, grounds, offices, or related security areas.

**Substitution of Education for Experience:** Qualifying coursework in police science or a criminal justice field from an accredited college, university, or technical institute may be substituted for the required experience on a year-for-year basis to a maximum of two years. (Forty-five quarter hours, including at least nine quarter hours of criminal justice coursework, is required for a one year substitution. Ninety quarter hours, including at least fifteen quarter hours of criminal justice coursework, is required for a two year substitution.)

**Necessary Special Qualifications:** Applicants for this class must (1) pass a physical examination by a licensed physician, (2) file fingerprints with the Tennessee Bureau of Investigation, (3) have good moral character, as determined by an investigation, (4) have no conviction for a felony or misdemeanor involving "moral turpitude" or have been discharged under any other than honorable conditions from any branch of the United States Armed Forces, (5) must meet minimum physical qualifications of visual acuity of 20/100 in each eye, separately without glasses and each eye corrected to 20/30 or better with corrective lenses, and in good physical condition with weight proportionate to height and must have passed their twenty-first birthday on the date of examination, (6) must submit to and pass a drug screening test and (7) must successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or its equivalent. (8) A valid vehicle operator's license may be required for employment in some positions.

Note: A transcript is required for a proper evaluation for this class.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service Positions.